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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

DATE: 5 January 1954

FROM : Chief, Printing & Reproduction Division

SUBJECT: Linotype Machine Operation

1. This report covers the utilization of the second linotype machine for December 1953.

2. The first machine was used in producing NIE's, Agency Regulations, ORR type requests, and SE's for ONE.

3. The second machine was used for setting:

SE-54 --- 7 pages

Agency Telephone Book --- 256 pages

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